Rock Valley College

Motor Vehicle Fleet Procedure

RVC Administrative Procedure (2:40.030)

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A. Purpose

Many employees operate college owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. The policy of Rock Valley College is to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. RVC considers the use of automobiles as part of the working environment. The college is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- Employee driver's license checks and identification of high-risk drivers.
- Motor Vehicle Records (MVR) Check.
- Accident reporting and investigation.
- Vehicle selection and maintenance.
- Driver training standards.
- Safety regulations.

This policy applies to employees (including student workers), who operate vehicles on college business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

Department and Primary Point of Contact

Department: Rock Valley College Facilities, Plant & Operation RVC
Point of Contact: FPOM – POM Administrative Assistant (AA)

Department: Rock Valley College Environmental, Health, and Safety
Contact: EHS – Risk Management Coordinator (RM)

B. Definitions

Approved Drivers Spreadsheet: This information can be found in the "RVC Drivers" Teams group. The spreadsheet contains individual folders for each RVC driver on file and includes copies of the following documentation:

- Driver's license
- Motor Vehicle Record (MVR)
- Date of completion of the required driver training courses
- Notification from the Risk Management Coordinator confirming approval to operate RVC-owned motor vehicles
- Signed Vehicle Assignment Agreement, including the date of signature

These records are maintained to document driver eligibility, training completion, and authorization to operate College-owned vehicles. (Appendix A).

Commercial Driver's License (CDL): Any combination of vehicles with a Gross Combination Weight Rating (GCWR) of 26,001 pounds or more, providing the Gross Vehicle Weight Rating (GVWR) of the vehicle being towed is in excess of 10,000 pounds.

Driver's Training Spreadsheet: A checklist of the courses required in LMS that an applicant employee driver must complete prior to being permitted to drive. Each completed training will be checked and dated by the RM on the document (Appendix B).

Golf Cart: A small, motorized vehicle designed primarily to transport personnel and their equipment around campus.

New Driver Checklist: A list of items that need to be completed or reviewed, including: scanning and storing of employee's driver's license in "RVC Drivers" Teams folder under the individual's name, reviewing the MVR to ensure the driver have a driving history associated with elevated risk (Appendix C).
Personal Transport Vehicles (PTVs): Consist of College golf carts and gators.

RVC Drivers Teams group: Microsoft Teams location where an online folder for each employee driver will be housed. The "Driver's Training Spreadsheet" will be housed within the Teams group with the list of all employee drivers that have been given access to complete the LMS training, and the completion dates. The "Approved Driver's Spreadsheet" will be housed inside the Teams group. Access to this group will be limited to the Human Resources Executive Assistant, POM's AA, RVCPD, and EHS.

Utility Cart: A utility cart is a portable, wheeled cart designed to transport, organize, and store tools, equipment, or supplies in various settings such as workplaces, warehouses, kitchens, hospitals, or offices.

Vehicle Assignment Agreement: Signed and dated document by a driver that they are aware of the procedures outlined in this document, and that they have fulfilled all the mandatory steps to be considered to drive Rock Valley College vehicles (Appendix D).

C. Procedures

Vehicle Use

The Fleet Safety Procedure identifies the guidelines and training requirements for use of all campus-owned, leased, or rented vehicles with additional restrictions for larger passenger vans (12-15 passengers). **16 passengers or more will require a commercial driver's license.**

All drivers must complete the required training (See Fleet Vehicle Driving Process and Procedures) prior to driving any vehicle on behalf of Rock Valley College.

College Owned Vehicles

- Passenger Cars: Employees authorized by their supervisors will be permitted to operate a passenger car.
- Commercial Vans and Trucks: Employees with appropriate commercial drivers' licenses (if required by the state), and authorization from their supervisor will be permitted to operate the vehicle.
- Personal Transport Vehicles (PTVs): Employees authorized by their supervisors will be permitted to operate.

Unauthorized Use of Vehicles

Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a college vehicle. No exception! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee may be required to pay restitution for the damages.

Driver Selection

Before driving **any college owned vehicle** for college business or events, all drivers are required to submit a copy of their current, valid driver's license to the Human Resources Executive Assistant (EA), if a new employee. If a current employee, they must submit a copy of their driver's license to Plant Operations & Maintenance (POM) AA. Their MVR will be checked by Human Resources. The proposed driver will complete the online safety training (LMS) relevant to the type of vehicle they will be using, as administered through the Risk Manager.

Training for commercial street vehicles consists of two different modules: 1) All Passenger Car LMS training, plus online 15 Passenger Van Safety, 2) RVCPD review of driver behind the wheel for acceptable driving. Online LMS training must be completed prior to driving a College owned vehicle and can be accessed from any computer on or off campus.

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Employees and student workers are responsible for requesting the necessary training by contacting the Environmental, Health and Safety Department at rvc-risk@rockvalleycollege.edu and completing the training as it is provided with the type of vehicle you will be driving.

Training for PTVs (Personal Transport Vehicles) which consist of golf carts and gators, is also required and can also be requested in the same manner as above. This training is for employees and students.

Driver Evaluation

Employees will be evaluated and selected based on their driving ability according to their MVR check. To evaluate employees as drivers, POM's AA and Human Resources' AA and EHS will utilize the New Driver Checklist. Employee's Motor Vehicle Record (MVR) will be reviewed initially, if necessary, upon hire by Human Resources, and then annually (if unsafe driving practices are identified or other reasons warrant) by the Department of EHS.

- Verify that the employee possesses the appropriate driver's license class and any required endorsements for the type of vehicle they will be authorized to operate.

Class A	Combination vehicles with a GCWR** of 26,001 or more pounds, provided the GVWR* of the vehicle being towed is more than 10,000 pounds.

Class B	Single vehicle with a GVWR* of 26,001 or more pounds or any such vehicle towing another not more than 10,000 pounds.
Class C	Single vehicle with a GVWR* of at least 16,001 pounds but less than 26,001 pounds.
Class D	Single vehicle with a GVWR* of less than 16,001 pounds.
CDL Only	16 or more Passengers

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Vehicle Examples

Type of Vehicle	GVWR (lbs.)
Ford F-150	6,000 – 8,000*
Chevy Silverado 1500	7,000*
Ford F-250	9,900 – 10,800*
Chevy Silverado 2500	9,500 – 10,000*
Ford F-350	9,900 – 14,000*
Chevy Silverado 3500	10,800 – 13,025*
16' Stakebed Truck	14,500*
24' Stakebed Truck	26,000*

*Data varies upon size of engine and type of drive (4x2 or 4x4).

- Student drivers must have at least two years of driving experience on their MVR.

Driver Qualifications

Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal and state regulations.

- State-regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable Secretary of State office.

- Where applicable, drivers will comply with the Illinois Secretary of State for Commercial Driver License (CDL) regulations.

The following criteria were established to identify elevated risk drivers. A driver is unacceptable if the driver's accident/violation history in the past year includes or one or more of the following moving violation convictions:

- Driving under the influence of alcohol or drugs (DUI).
- Hit and run.
- Failure to report an accident.
- Negligent homicide arising out of the use of a motor vehicle.
- Operating during a period of suspension or revocation.
- Using a motor vehicle for the commission of a felony.
- Reckless driving.
- Speeding (3 or more in a 3-year period).
- An individual with two or more accidents in a 12-month period will be evaluated on a case-by-case basis. Any decisions will be evaluated and decided upon by the department of EHS management.

Drivers who are identified as an elevated risk or in violation may be subject to several actions from management including, but not limited to:

- Drivers may be required to attend a Defensive or Safety Driving course through RVCPD.
- Drivers may have their RVC driving privileges suspended or revoked.

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Age Requirements

- The minimum age requirement for on-campus travel is 18 and includes the use of campus-owned cars, trucks, mini-vans, and golf carts/gators. **Drivers MUST be employed by Rock Valley College. Note: You must be 21 to drive a lease or rental vehicle, per requirements of the rental companies.**
- The minimum age requirement for off-campus travel is 18 and includes the use of campus-owned vehicles. And at least 21 for leased, rented cars, trucks, and mini vans.
- The minimum age requirement for large (12-15 passenger) vans is 25. This includes all campus owned, leased, and rented large vans.

Accident Recordkeeping, Reporting and Analysis

Rock Valley College (RVC) considers the prevention of motor vehicle accidents to be a critical safety objective. To support this goal, all accidents involving RVC-owned vehicles must be reported immediately to the Rock Valley College Police Department. Accidents occurring off campus must also be reported to the local law enforcement agency with jurisdiction over the location of the incident.

Motor vehicle accident investigations are conducted by the law enforcement agency responsible for initiating the official accident report. Following the investigation, the Department of Environmental Health and Safety (EHS) will review and evaluate all available information and prepare an Incident Report for insurance, risk management, and liability purposes. Based on the findings, EHS will determine whether corrective actions, additional training, or other remedial measures are necessary to prevent future incidents and promote safe driving practices, including:

- More intensive driver training and/or remedial training.
- Improvement in vehicle inspection and/or maintenance activities.
- Changes in traffic routes.

Motor vehicle accident recordkeeping procedures consist of the following components which will be review by EHS:

- Documentation of causes and corrective action.
- Analysis of accidents to determine trends, recurring problems, and the need for further control measures.
- Determine if the accident was believed to be preventable or not.

Preventable/Non-Preventable Accidents

The following definitions relate to motor vehicle accidents:

- A **motor vehicle accident** is defined as "any occurrence involving a motor vehicle which results in death, injury or property damage. (1) Who was injured, (2) what property was damaged and (3) to what extent, (4) where the accident occurred, or (5) who was responsible, are not relative factors".

- A **preventable accident** is defined as "any accident involving the vehicle, that is properly parked, which results in property damage or personal injury and in which the driver failed to do everything he/she reasonably could have done to prevent or avoid the accident".

Note 1: A properly parked motor vehicle is one that is completely stopped and parked where it is legal and prudent to park such a vehicle or to stop, load/unload property. Vehicles stopped to load/unload passengers are not considered parked.

Note 2: Parking on private property will be governed by the same regulations that apply on public streets and highways.

Note 3: A vehicle stopped in traffic in response to a sign, traffic signal or the police is not considered parked, but may be considered non-preventable should an accident occur.

Employee Accident Reporting Procedure

Employees will take the following actions during an accident:

- If possible, if there are no injuries and leaving the vehicle in its current location causes a greater risk, move the vehicle to a safe location out of the way of traffic. Contact the local police department or call 911 if medical attention is needed for anyone who is hurt.
- If there are injuries, contact 911 and render aid if qualified.
- If possible, secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company information, and policy numbers, as well as the names and addresses of injured persons and/or witnesses.
- Do not, whether on campus or not, discuss fault with, or sign anything for anyone except an authorized representative of the police department of the jurisdiction where the accident occurred, if off campus. If on campus, speak only with an RVC police officer, the RVC Director of EHS, or a representative of the college's insurance.
- After contacting the police, immediately notify your supervisor when safe to do so.

When there is theft of or damage to your vehicle:

- You must notify the local police department immediately, if off campus, or RVC Police Department if on campus.
- Immediately notify your supervisor when it is safe to do so.
- If the incident occurred off campus, send a copy of the police report along with a memo outlining any additional information to your supervisor. Supervisors should forward this information to the RVC Police Department when they receive it.

Driver Safety Regulations

Safety Belts:

The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts.

Impaired Driving:
The driver must not operate a vehicle at any time when impaired, affected, influenced by alcohol, illegal drugs (this includes cannabis), prescribed or over-the-counter medication, illness, fatigue, or injury.

Traffic Laws:
Drivers must abide by the federal, state, and local motor vehicle regulations, laws, and ordinances.

Vehicle Condition:
Drivers are responsible for ensuring the vehicle is maintained in safe driving conditions. If the driver identifies an issue with an RVC vehicle, they should contact Plant Operations and Maintenance at 815-921-4300 to report the issue.

Cellular Telephones, Electronics:
Drivers who wish to use cellular telephones:

- Must have an external speaker and microphone to allow hands-free operation.
- Must locate a safe location to stop the vehicle to place / take a call or text.
- Employees are prohibited from using any type of MP3 player or similar device with ear buds while operating a motor vehicle.

General Safety Rules:
Employees are not permitted to:

- Smoke while operating the motor vehicle.
- Pick up hitchhikers.
- Accept payment for carrying passengers or materials.
- Use any radar detector, laser detector, or similar devices.
- Assist disabled motorists or accident victims beyond their level of medical expertise. If **a driver cannot provide proper medical care, they must restrict driver** assistance to calling the proper authorities. Your safety and well-being are to be protected at all times.

College and Personal Property:
Employees are responsible for RVC property such as computers, work documents, and equipment under their control. RVC will not reimburse the employee for stolen personal property.

D. Fleet Vehicle Driving Process and Procedures

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New Employees

1) New Employees whose job description includes use of RVC vehicles will provide the Human Resources Executive Assistant with a copy of their current, valid driver's license, which they will email to POM's AA and the RM.

2) The Human Resources Executive Assistant will initiate the MVR from their office and notify the Risk Management Coordinator (RM) to send the training to the employee requesting use of the fleet vehicle.

3) POM's AA will print and save a hard copy of the driver's license from the employee and will then upload a copy into the Teams group "RVC Drivers," with each driver having their own folder.

4) HR's Executive Assistant will receive the MVR and upload the document into the driver's folder in the "RVC Drivers" Teams group, and email POM's AA and the RM notifying each department this has been completed.

5) RM will notify the employee when they are approved to drive and use the fleet vehicles once they have completed all the mandatory trainings.

6) RM will update the information to the Rock Valley College Approved Drivers Spreadsheet (Appendix A) on the "RVC Drivers" Teams group. Access to this group will be limited to the Human Resources Executive Assistant, POM's AA. EHS's Risk Management Coordinator.

7) The RM will inform the employee when they have completed all items necessary and are permitted to drive and RVC vehicle, with the permission of their supervisor.

8) The driver will sign and date the Vehicle Assignment Agreement (Appendix D) via POM's AA prior to their driving of any vehicle. This document will be uploaded by the POM AA to the "RVC Drivers" under each driver's unique folder. POM AA will then enter the date the Vehicle Assignment Agreement was signed on the "Approved Driver's Spreadsheet"

Current Employees

1) Driver will contact POM's AA and provide a copy of their current, valid driver's license.
2) POM's AA will send an email to HR's Executive Assistant, to initiate the MVR from their office; and the Risk Management Coordinator (RM) to send the training to the employee requesting use of the fleet vehicle.
3) POM's AA will save a hard copy of the driver's license from the employee and will then upload a copy into a new Teams group "RVC Drivers," with each driver having their own folder.
4) HR's Executive Assistant will receive the MVR and upload the document into the driver's folder in the "RVC Drivers" Teams group, and email POM's AA and the RM notifying each department this has been completed.
5) RM will notify the employee when they are approved to drive and use

the fleet vehicles once they have completed all the mandatory trainings.

6) RM will update the information to the Rock Valley College approved driver's spreadsheet on the "RVC Drivers" Teams group.

7) The driver will sign and date the Vehicle Assignment Agreement (Appendix D) via POM's AA prior to their driving of any vehicle. This document will be uploaded by the POM AA to the "RVC Drivers" under each driver's unique folder. POM AA will then enter the date the Vehicle Assignment Agreement was signed on the "Approved Driver's Spreadsheet"

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Appendix A

Approved Driver's Spreadsheet

Name	Department	Licensed Scanned (Date)	MVR Approved (Date)	Completed All Trainings (Date)	RM Email to Employee (Date)	Signed Vehicle Agreement (Date)

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Appendix B

Driver's Training Sheet

Instruction	In-person	Online	Online	Online	Online	Online	Online	Online	Online
Course	15 - Passenger Van Safety (1of2)	Defensive Driving	Distracted Driving	Van Safety	Winter Weather	Road Rage	Parking Lot Safety	15 - Passenger Van Safety (2of2)	Golf Cart Safety/ Utility Cart
Renewal	Initial / Every 2-3 Years	3 Years	Annual	Annual	Annual	Annual	Annual	Initial / Every 2-3 Years	Annual
Training	RVCPD	SNP-50.2	DRV-2.2	HSI-3931LN	HSI-3598	DRV-3.2	RET-3.2	DVR-8.2	UNV-14.2

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Appendix C

New Driver Checklist

Driver's License

_____ Copy of current driver's license (scanned and saved to "RCV Drivers" Teams

Motor Vehicle Record

Motor Vehicle Record (MVR) check (Check the corresponding boxes if they have any the following)

_____ Driving under the influence of alcohol or drugs (DUI).
_____ Hit and run.
_____ Failure to report an accident.
_____ Negligent homicide arising out of the use of a motor vehicle.
_____ Operating during a period of suspension or revocation.
_____ Using a motor vehicle for the commission of a felony.
_____ Reckless driving.
_____ Less than two years of a driving record
_____ Speeding citations (3 or more in a 3-year period).
_____ **An individual with two or more accidents in a 12-month period

**These individuals will be evaluated on a case-by-case basis. Any decisions will be evaluated and decided upon by the department of EHS management.

Upload to Teams

_____Check here if the document has been uploaded to Teams and into the employee's folder.

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Appendix D.

Vehicle Assignment Agreement

This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- Employee driver's license checks and identification of high-risk drivers based on the Driver Qualifications and determined by RVCPD and EHS.
- Accident reporting and investigation.
- Vehicle selection and maintenance.
- Training standards.
- Safety regulations.

This policy applies to employees who operate vehicles on college business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

The undersigned hereby acknowledges the duties of operating a college owned vehicle. Further, it is agreed that this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so.

I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me. I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand that I am required to maintain a valid driver's license. Further, I herewith grant RVC the right to investigate my motor vehicle driving record at any time, if driver safety issues become a concern for the Rock Valley College community. My current driver's license has not been suspended in other States.

I understand that the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I read and agree with the provisions of this Vehicle Assignment Agreement and the requirements of the Motor Vehicle Safety Program.

Signature: Date:

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Reference: Board Policy(s): 2:20.050, 2:40.030, 3:10.110, 5:10.130
Implemented: May 28, 2026
Revised: November 18, 2026